

# Memorandum

TO : Chief, Logistics Services Division

DATE: 2 July 1963

FROM : Deputy Chief, Mail and Courier Branch

SUBJECT: Monthly Activity Report - Mail and Courier Branch

## 1. GENERAL

### a. Special Services Provided by the Mail and Courier Branch.

The Mail and Courier Branch received and serviced 1576 requests for special service during the month of June 1963. 330 of these requests were incorporated into regularly scheduled runs.

### b. Operation of Conveyor and Tube Systems

The maximum capability of the tube system is still not being fully utilized though all three systems are in full operation.

The A system received 80,954 carriers.

The B system received 16,992 carriers.

The C system received 5,428 carriers.

During the month of June 1963, 108 requests for service were received by the Carrier Maintenance Section. 268 carriers were repaired and 16 blocked lines were cleared.

## 2. OTHER ITEMS OF INTEREST

### a. New employees assigned to the Mail and Courier Branch.

One new courier was assigned to this Branch during the month of June 1963. Eleven summer employees were assigned to this Branch and two of these resigned. One resigned to attend a summer school class and the other left to accompany his father who was transferred.

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c. Installation of Fluoroscope Machine in R and S Building

There has been no change in the status of the Fluoroscope Machine in 1231 R and S Building. TSD has returned the machine to this Office but no results of the tests they were supposed to have performed have been forwarded to this Office as of this date.

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